

## Professional Development Request Form

Faculty at Western Technical College are encouraged to participate in professional development in order to help them update their occupational skills, continue their education, meet Faculty Quality Assurance System Competencies, and continue to learn and develop their skills in their discipline and as leaders.

With limited resources, it is crucial to ensure that the funds being spent for professional development align with Western's Key Results. The following questions should be considered prior to requesting funding assistance. Keep in mind, planning far in advance is essential.

- Which key results will be impacted from my participation in this learning experience?
- Are there others in the same or similar roles that should also participate? If so, have I discussed this opportunity with them?
- Have I received approval from my supervisor to participate in this learning experience? Do they need to help me with funding? Will a substitute be necessary while I'm gone?
- What funding sources exist?
  - Division
  - Grant Funding
  - Professional Development through HR
  - Personal
  - Other

Please complete the following and submit to your supervisor, Jackie Kettner-Sieber, and any other pertinent funding sources at least three weeks prior to event. Average funding amounts from Professional Development – HR are approximately \$250.

Date of Request:
Name:
Supervisor:
Briefly describe the learning experience:
Date and location:
Estimated costs:
Describe how this training will enhance what you do at Western: